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Approved For Release 2003/04/17 : CIA-RDP80-01826R000300160004-2

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CONFIDENTIAL

MEMORANDUM FOR THE RECORD

25X1A

SUBJECT: Proposed [] Questionnaire

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1. [] Central Processing Branch, has been designated by C/PRD to collaborate in developing subject [] project was discussed with [] and an outline prepared for his guidance by the undersigned on 22 June 1954.

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2. [] has been instructed to contact [] relative to questions arising in the design and content of the proposed questionnaire.

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[]

Chief, Plans Branch

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[] (23 June 1954)

Distribution:

0 - PAS file

1 - []

1 - PAS Chrono

1 - PAS Reading

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Official Record Copy
Office of Personnel

CONFIDENTIAL

24 June 1954

~~SECRET~~

14 June 1954

MEMORANDUM FOR: Chief, Plans and Analysis Staff

SUBJECT: Overseas Station Questionnaire

1. Forwarded herewith, in duplicate, is Form No. 30-11 requesting the development and printing of a questionnaire form to elicit information from each field station relative to local living conditions.

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a. The date that initial questionnaires should be forwarded to Headquarters.

b. The questionnaires should be brought up to date every six months, or oftener if conditions change sufficiently to warrant, by submission of revised pages. Each revised page should clearly indicate the date it is prepared.

c. The number of copies required by Headquarters. This probably should be two--the original for the Central Processing Branch, Office of Personnel, and a copy for the Area Division, DD/P.

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e. At least two separate reports should be submitted by each station; one prepared by an individual of no higher level than GS-7, and the other by a person of a higher grade.

3. Copies of the proposed Questionnaire were distributed throughout DD/P some time ago for comments and suggestions, and we are forwarding a compilation of these comments herewith for your information and possible implementation in the finished product. It will be appreciated if you will return these comments to this office after they have served your purpose.

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Chief, Processing and Records Division

Attachments - 3

Form No. 30-11

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Proposed Questionnaire

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